

Fire Sprinkler

Study Guide

Assessments:

4016 Fire Sprinkler Technician

4019 Fire Sprinkler System Plan and Design

4018 Fire Sprinkler Inspector

4017 Manager



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Overview

This study guide is designed to help candidates prepare for licensure in fire sprinkler occupations in Oklahoma. It not only includes information about each of the examinations, but also the skills standards upon which the examinations are based, resources that can be used to prepare for the examinations and test taking strategies.

Each of the sections in this guide provides useful information for candidates preparing for the examinations.

- Fire Sprinkler Licensure Examinations
 - ▶ Assessment Information
 - ▶ Standards and Test Content
 - ▶ Abbreviations, Symbols and Acronyms
 - ▶ Sample Questions
- Strategies for Test Taking Success
- Notes

These assessments were developed in partnership with the Oklahoma Department of Labor, the state agency charged with regulating the fire sprinkler industry in Oklahoma and licensing individuals and companies who install, maintain, and inspect fire sprinkler system equipment. Each examination measures the candidate's mastery of knowledge and skills expected of workers in the area of licensure he/she is seeking.

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Written competency assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate competency assessment scores to students and provide a breakdown of assessment results by standard area. The Coaching Report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Assessment Information

How are the assessments developed?

The assessments are developed by the CareerTech Testing Center in partnership with the Oklahoma Department of Labor. Items for the exams were developed and reviewed by committees of subject matter experts. All subject matter experts are fire sprinkler professionals who have many years of experience in the industry.

How do I register for an exam?

Candidates for licensure in the alarm, locksmith, or fire sprinkler industry must contact a testing center to register for an exam. A list of testing centers and their contact information can be found at www.okhcp.com under the Alarm/Locksmith tab. Candidates will be required to show one of the following forms of photo identification:

1. valid, current driver's license issued by any state in the United States, or
2. valid, current state of Oklahoma identification card

Identification cards issued by other states or entities **will not** be accepted.

What do the examinations cover?

Each examination is aligned to the skills standards for that licensure area. The standards for each licensure area are contained in this study guide.

What is the benefit of taking the exam?

The assessments provide a measure of mastery of knowledge and skills needed by employees entering the fire sprinkler industry. Students who score 70% or higher on the written examination and meet all licensure requirements will be issued a license by the Oklahoma Department of Labor.

Are the exams timed?

Yes. The test plan for each licensure area specifies the time allowed to complete the written examination. If the time allowed expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

Can candidates use a calculator on the exam?

Yes, calculators may be used on these exams. If a calculator is needed, it will be provided by the testing center. Candidates will not be allowed to bring a calculator or electronic device with a calculator application into the testing area.

What is the testing fee for written examinations?

Candidates must pay all testing fees to the test site upon registration. The testing fee for the salesperson and manager exams is \$45 per exam if taken at a HCP test site or \$65 per exam if taken through the online proctor. The testing fee for the technician and fire sprinkler plan & design exam is \$60 per exam if taken at a HCP test site or \$85 per exam if taken through the online proctor.

Can candidates use code books or other resources during the examination?

All candidates may use a copy of the Oklahoma Alarm, Locksmith, and Fire Sprinkler Industry Act. This resource will be provided by the test site and collected when the test is complete.

Candidates may bring and use publisher-bound code as indicated in the charts below. **NOTE: Only publisher-bound books are allowed.** Candidates may not use photocopies that have been spiral bound, placed in a binder, etc. No loose pages of notes or codes are allowed. In addition, all references will be checked for handwritten notes specifically related to test questions. References that contain test-related notations will not be allowed.

The Oklahoma Department of Labor provides a link to a Business Folder that contains resources that Manager candidates may study while preparing for the exam. These documents are study resources only and **may not** be used during the test.

Licensure Area – Fire Sprinkler	Allowed Code Books											
	I3	I3D	I3R	I4	20	22	24	25	70	72	101	731
Fire Sprinkler Technician	✓	✓	✓	✓	✓		✓					
Fire Sprinkler Plan and Design	✓	✓	✓	✓	✓							
Fire Sprinkler Inspector	✓	✓	✓	✓	✓	✓		✓		✓		
Manager									✓	✓	✓	✓

Acknowledgement of Consequences of Inappropriate Conduct

Upon arrival, candidates will be required to read and sign an Acknowledgement of Consequences of Inappropriate Conduct. By signing the form, the candidate acknowledges that inappropriate conduct while at the testing center (i.e. abusive or vulgar language, physical or verbal threats of bodily injury, cheating) may impact his/her ability to obtain a license issued by the State of Oklahoma. Candidates who read the form and refuse to sign it will not be allowed to test and will be excused from the testing center. All inappropriate conduct will be reported to the Oklahoma Department of Labor prior to transmission of test results.

What can candidates expect on Test Day?

The assessment is web-based and delivered exclusively online by a proctor in the testing center. Once the exam window opens, the entire assessment is visible. Candidates can skip questions and return to them later. However, it is important to answer all questions before submitting the test for scoring – unanswered questions will be counted wrong.

When will I receive my results?

Candidates will receive their results immediately upon completion of the testing. These results must be included with the candidate's licensure application and sent to the Oklahoma Department of Labor.

Can candidates retake an exam?

Candidates who do not pass the written examination may retest. Although there is no formal waiting period for retesting, the ability to offer candidates an opportunity for same day retesting varies by test site — many test sites book testing seats several days or weeks in advance.



Standards and Test Content

4016 Fire Sprinkler Technician 85 Questions — Two hour time limit

A. Demonstrate Understanding of Codes, Standards and Regulations — 14% (12 questions)

1. List and explain standards related to fire sprinkler systems
 - NFPA 13, 13R, 13D, 14 and 20
 - IBC/IFC
2. Explain the consequences of failing to comply with state and federal codes and standards related to the fire sprinkler industry
3. Explain Occupational Health and Safety Administration regulations related to the installation and servicing of fire sprinkler equipment
4. Demonstrate an understanding of rules promulgated by the Oklahoma Department of Labor to enforce the Oklahoma Alarm, Locksmith, and Fire Sprinkler Industry Act
5. Demonstrate basic knowledge of contract law
6. Describe the fines and other penalties associated with failing to obtain/maintain required licenses and/or permits

B. Demonstrate Knowledge of Fire Sprinkler System Components and Configurations — 14% (12 questions)

1. Distinguish between the basic types of sprinkler systems
 - Wet
 - Dry
 - Preaction
 - Deluge
 - Foam
 - Anti-freeze loop
2. Identify a standpipe system and its components
3. Identify a fire pump system and its components
4. Identify the features and devices of different types of water supplies



5. Identify and describe the purpose of sprinkler system devices and components
 - Post indicator valves
 - Control valves
 - Pumps
 - Risers
 - Switches
 - Hangers/fasteners
 - Sprinkler heads
 - Mains
 - Branch lines
 - Backflow assemblies
 - Quick open devices
 - Drains
6. Describe the principles of operation of common fire sprinkler systems
7. Recognize typical occupancies for each hazard classification

C. Layout Basic Sprinkler System — 8% (7 questions)

1. Identify and layout basic sprinkler system devices and components
2. Identify and layout basic piping configurations
3. Properly space sprinklers in a simple layout
4. Incorporate basic inspection, testing and maintenance device requirements in a simple system layout
5. Complete a basic material list

D. Practice Job Site Safety — 31% (26 questions)

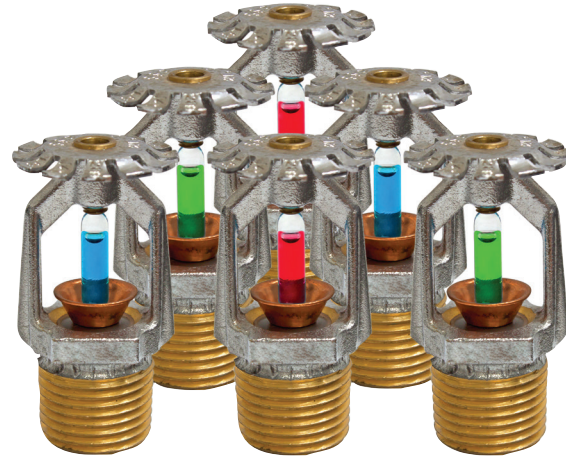
1. Survey job site for unsafe work conditions and report appropriately
2. Identify and demonstrate the appropriate use of hand and power tools used to install, test, and service alarm systems
3. Identify and demonstrate the appropriate use of job site equipment
4. Practice safe ladder usage
5. Use proper fall techniques and practices
6. Use head, ear, eye and foot protection properly
7. Read and interpret Safety Data Sheets
8. Recognize injuries and health conditions commonly encountered at job sites
10. Identify precautions that should be taken when working in confined spaces and other potential hazardous environments
11. Identify and respond properly to locked-out/tagged-out devices

F. Conduct Site Survey — 5% (4 questions)

1. Make simple measurements
2. Confirm/note changes in building layout and existing fire sprinkler system components
3. Transfer information from notes to drawings
4. Identify basic building features
5. Identify building construction components
6. Recognize combustible and noncombustible materials

G. Install Fire Sprinkler Systems Properly — 24% (20 questions)

1. Use project plans and specifications to determine dimensions and installation requirements (i.e. types of materials, elevation and location of system components)
2. Demonstrate use of blue prints and adherence to specifications
3. Install fire sprinkler system components properly
4. Connect water source
5. Assist with acceptance testing
6. Provide customer training



H. Maintain and Service Fire Sprinkler Systems — 5% (4 questions)

1. Read, interpret and follow manufacturers' published instructions for sprinkler systems
2. Identify and locate all schematic components, connections and test points
3. Use test equipment to verify proper function of various sprinkler systems and their components
4. Document all maintenance and repairs correctly

Standards and Test Content

4019 Fire Sprinkler System — Plan and Design 65 Questions — 90 minute time limit

A. Practice Job Site Safety — 20% (13 questions)

1. Understand OSHA regulations (Parts 1910 and 1926) (1.1.1)
2. Comply with safety requirements as posted (1.1.1)
3. Survey job site for unsafe work conditions and take appropriate action (1.1.1)
4. Demonstrate the appropriate use of job site equipment
5. Use ladders safely (1.1.1)
6. Recognize and correct tripping and falling hazards at the worksite (1.1.1)
7. Use head, ear, eye, and foot protection properly (1.1.1)
8. Interpret Safety Data Sheets (2.1.1)
9. Recognize situations requiring SDS information and take appropriate action (2.1.1)
10. Recognize common injuries and health conditions.



B. Understand Contract Documentation — 11% (7 questions)

1. Understand the parts and purposes of contract documents (3.2.1)
2. Understand the parts and purposes of plans and specifications (3.2.1)
3. Evaluate and apply all references to fire protection contained within plans and specifications (3.2.1)
4. Identify and address discrepancies between specifications, codes, standards, and contract documents (3.2.1)

C. Survey Existing Conditions — 0% (0 questions)

1. Understand the purposes and contents of building and system plans and documents (3.4.1)
2. Verify and review survey and final drawing for compliance with codes and standards (3.4.1)
3. Review and evaluate drawings of existing systems (3.4.2)
4. Evaluate appropriateness of existing system and modify as necessary (3.4.2)
5. Evaluate building construction as it applies to layout (3.4.3)

D. Demonstrate Understanding of Codes, Standards and Regulations — 15% (10 questions)

1. Understand scope of standards related to fire sprinkler systems (1.5.1)
 - NFPA 13, 13R, 13D, 14, 20, 22, and 24
2. Understand scope of codes related to fire sprinkler systems (1.5.1)
 - IBC, IRC, NFPA 101
3. Recognize the hierarchy among applicable codes, building codes, and standards (2.5.1)
4. Evaluate the applicability of NFPA standards to specific situations (3.5.1)
5. Demonstrate understanding of rules promulgated by the Oklahoma Department of Labor to enforce the Oklahoma Alarm, Locksmith, and Fire Sprinkler Industry Act

E. Layout Fire Sprinkler Systems — 49% (32 questions)

1. Review and determine appropriate applications of water-based systems (3.6.1)
2. Identify the functions of non water-based system types and their applications (3.6.1)
3. Apply hazard classifications and confirm occupancy types (3.6.2)
4. Consult with design professionals (i.e. PEs, architects, AHJs) (3.6.2)
5. Research manufacturer's technical recommendations (3.6.3)
6. Read and interpret erection drawings (3.6.3)
7. Apply NFPA standards to special or complex building features (3.6.3)
8. Follow proper channels to resolve design questions (3.6.3)
9. Identify the purposes of and components of various types of tanks (3.6.4)
10. Recognize tank exposures (i.e. freezing, fire) (3.6.4)
11. Select the type of tanks, proper materials, pumps, and piping and apply to the system layout (3.6.4)
12. Evaluate the adequacy of different types of water supplies for various system requirements (3.6.5)

13. Recognize and respond to unusual conditions (i.e. poor water supply, unexpected results) (3.6.5)
14. Properly size pressure and atmospheric tanks (3.6.5)
15. Perform low/high gradient adjustments to water supply data (3.6.5)
16. Evaluate and determine the adequacy of standpipe systems and system requirements (3.6.6)
17. Evaluate and determine the adequacy of fire pump systems and system requirements (3.6.7)
18. Properly apply churn pressures, pressure limitations and pump curves (3.6.7)
19. Evaluate and determine the adequacy of sprinkler systems and system requirements, including storage arrangements (3.6.8)
20. Verify use of cost efficient methods in a layout (3.6.8)
21. Identify the nature and purpose of fluid deliver time programs for dry systems (3.6.8)
22. Perform hydraulic calculations (3.6.9)
23. Review and troubleshoot hydraulic calculations to assure completeness and accuracy (3.6.9)
24. Explain the results of hydraulic calculations to appropriate authorities (3.6.9)
25. Balance various parts and types of systems (3.6.9)
26. Add inside/outside hose demand to hydraulic calculation (3.6.9)
27. Recognize the impact of velocity pressure on system analysis (3.6.9)
28. Identify the uses for the Darcy-Weisbach formula (3.6.9)
29. Recognize and evaluate discrepancies between anticipated and actual results for standard water-based systems tests (3.6.10)
30. Identify and apply complex fire stopping requirements (3.6.11)
31. Select applicable fire stopping materials (3.6.11)
32. Review the layout and plans for a water-based system for compliance with contract documents and standards (3.6.11)
33. Recognize implications of building construction for supporting the load of the fire protection system (3.6.13)
34. Apply seismic bracing as required (3.6.13)
35. Follow proper procedures to verify load capacity (3.6.13)
36. Review and evaluate stock list against contract requirements (3.6.14)



37. Coordinate the system layout, configuration, compatibility, and communication between water-based system and fire alarm systems (3.6.15)
38. Coordinate water-bases systems with elevator machine equipment and AHJ requirements (3.6.15)

**F. Understand the Submittal and Approval Process —
3% (2 questions)**

1. Identify the project specific materials required to support a submittal (2.7.1)
2. Determine AHJ requirements for a submittal package (2.7.1)
3. Prepare a complete submittal package (2.7.1)

**G. Manage Fire Sprinkler System Projects Effectively —
2% (1 question)**

1. Read and interpret contract documents (3.8.1)
2. Read and interpret job-specific shop drawings (3.8.1)
3. Create and manage a project schedule (3.8.2)

Standards and Test Content

4018 Fire Sprinkler Inspector 115 Questions — 2.5 hour time limit

A. Demonstrate Understanding of Codes, Standards and Regulations — 2% (2 questions)

1. Identify the responsibilities of the inspector, tester, contractor, owner and AHJ

B. Demonstrate Understanding of Codes, Standards and Regulations — 9% (12 questions)

1. List and explain standards related to fire sprinkler systems
 - NFPA 13, 13R, 13D, 14, 20, 22, 25 and 72
2. Explain the consequences of failing to comply with state and federal codes and standards related to the fire sprinkler industry
3. Explain Occupational Health and Safety Administration regulations related to the installation and servicing of fire sprinkler equipment
4. Demonstrate an understanding of rules promulgated by the Oklahoma Department of Labor to enforce the Oklahoma Alarm, Locksmith, and Fire Sprinkler Industry Act
5. Demonstrate basic knowledge of contract law
6. Describe the fines and other penalties associated with failing to obtain/maintain required licenses and/or permits

C. Demonstrate Knowledge of Fire Sprinkler System Components and Configurations — 4% (5 questions)

1. Distinguish between the basic types of sprinkler systems
 - Wet
 - Dry
 - Preaction
 - Deluge
 - Foam
 - Anti-freeze loop
2. Identify a standpipe system and its components
3. Identify a fire pump system and its components
4. Identify the features and devices of different types of water supplies

5. Identify and describe the purpose of sprinkler system devices and components
 - Post indicator valves
 - Control valves
 - Pumps
 - Risers
 - Switches
 - Hangers/fasteners
 - Sprinkler heads
 - Mains
 - Branch lines
 - Backflow assemblies
 - Quick open devices
 - Drains
6. Describe the principles of operation of common fire sprinkler systems
7. Recognize typical occupancies for each hazard classification

D. Practice Job Site Safety — 16% (18 questions)

1. Survey job site for unsafe work conditions and report appropriately
2. Identify and demonstrate the appropriate use of hand and power tools used to install, test, and service alarm systems
3. Identify and demonstrate the appropriate use of job site equipment
4. Practice safe ladder usage
5. Use proper fall techniques and practices
6. Use head, ear, eye and foot protection properly
7. Read and interpret Safety Data Sheets
8. Recognize injuries and health conditions commonly encountered at job sites
10. Identify precautions that should be taken when working in confined spaces and other potential hazardous environments
11. Identify and respond properly to locked-out/tagged-out devices

E. Inspect Fire Sprinkler Systems — 63% (73 questions)

1. Use NFPA standards to determine inspection frequencies
2. Read pressure gauges on risers and note whether readings are within acceptable ranges
3. Visually inspect fire sprinkler system devices and components for damage or deficiencies
4. Visually inspect fire department connections for damage or deficiencies
5. Verify that alarm devices are connected



6. Confirm the control valve is in the correct position
7. Verify that parts needed to operate control valves are present and functional
8. Verify appropriate supervision of control valves is in place
9. Verify access to control valves is clear
10. Verify required signage is legible and properly attached

F. Document Fire Sprinkler System Inspections — 4% (5 questions)

1. Record the type and count of each fire sprinkler system component used in an existing sprinkler system
2. Record any deficiencies or impairments
3. Record sizes, makes and models of deficient or impaired components
4. Document inspection findings on appropriate NFPA 25-based forms
5. Use oral and written communications to clearly communicate and document conditions and problems



Standards and Test Content

4017 Manager

55 Questions — 90 minute time limit

The Manager exam for the fire sprinkler industry tests candidates over knowledge in the following areas:

Duty A: Demonstrate an Understanding of Codes, Standards and Regulations — 47% (26 questions)

Duty B: Understand Human Resources Issues Related to Managing Employees — 2% (1 question)

Duty C: Understand Insurance Issues Facing Managers — 4% (2 questions)

Duty D: Demonstrate Knowledge of Workplace Safety Requirements — 47% (26 questions)

Although some knowledge areas overlap with those found on the Technician exam, questions on the Manager assessment are directed toward the level of knowledge or understanding expected of those holding management positions in alarm, locksmith and fire sprinkler companies.

Sample Questions

1. With regard to the written exam required for licensure, which of the following statements is true?
 - a. Candidates must reapply with the Oklahoma Department of Labor before retesting.*
 - b. Candidates may retest immediately.
 - c. Candidates must wait at least 30 days before retesting.
 - d. Candidates are not allowed to retest.
2. Which of the following factors increases the chance of shock or electrocution?
 - a. high outdoor temperatures
 - b. high humidity*
 - c. insulated head protection
 - d. dry cotton clothing
3. A technician fell off a ladder and injured his wrist. His wrist is swollen and turning purple, and the technician has limited ability to move his hand at the joint. What type of injury did the technician likely sustain?
 - a. strain
 - b. sprain*
 - c. closed fracture
 - d. greenstick fracture
4. What is the recommended treatment for a burn where the victim's skin is red and/or blistered?
 - a. Apply a lotion or ointment to protect the damaged tissue and relieve pain.
 - b. Wrap a sterile, gauze bandage loosely around the burn to protect against further injury.
 - c. Rinse or submerge the affected area in cool water to stop the burn process.*
 - d. Apply an ice pack to the affected area to reduce swelling and discomfort.
5. How frequently shall hangers and seismic bracing be inspected?
 - a. weekly
 - b. quarterly
 - c. semiannually
 - d. annually
6. The distance from the wall to the sprinkler shall be measured _____ to the wall.
 - a. across the ceiling
 - b. vertically
 - c. horizontally
 - d. perpendicular



Abbreviations, Symbols and Acronyms on Fire Sprinkler Industry Exams

When abbreviations, symbols or acronyms are more commonly used in written and verbal communication within the fire sprinkler industry than the words they represent, they will also be used on the written examination required for certification. The following is a list of the abbreviations, symbols, and acronyms used on the fire sprinkler examinations.

°	Degree
°F	Degrees Fahrenheit
'	Foot/feet
"	Inch/inches
ft	foot/feet
ft³	Cubic feet
A/E	architect/engineer
AHJ	Authority Having Jurisdiction
ASTM	American Society for Testing and Materials
BOCA	Building Officials and Code Administrators International, Inc.
CPVC	Chlorinated Polyvinyl Chloride
ESFR	Early Suppression Fast Response
FPE	Fire Protection Response
gpm	gallons per minute
IBC	International Building Code
lbs	pounds
IFC	International Fire Code
NFPA	National Fire Protection Association
OSFM	Oklahoma State Fire Marshal
psi	Pound per square inch or pound-force per square inch
NEC	National Electric Code
NFPA	National Fire Protection Association
OS & Y	Outside Screw & Yolk
RFI	Request for Information
UL	Underwriters Laboratory

Testing Policies

Handling of Examination Materials

All examination materials are the copyrighted property of the Oklahoma Department of Career and Technology Education. Distribution of examination content or materials through any form of unauthorized reproduction or through oral or written communication is strictly prohibited. Individuals/entities that compromise the security of testing materials will be held responsible for the expense of developing replacement materials.

Security/Cheating

If a candidate is caught cheating during the examination, testing will stop immediately. The candidate will receive a failing result and the incident will be reported to the Oklahoma Department of Labor for review. Testing fees will not be refunded and the candidate will not be able to test without a letter of approval from the ODOL. Each HCP Test Center reserves the right to monitor and record all testing using audio, visual, and electronic devices.

Testing Accommodations

Requests to accommodate special needs during testing (i.e. oral test administration, special seating arrangements) must be made at the time of registration by completing the HCP Form, Request for Testing Accommodations. Acceptable accommodations for Alarm, Locksmith, and Fire Sprinkler exams are determined by the ODOL.

Cancellations/Tardiness

Candidates who cancel a testing appointment at an HCP test center with at least 48 hours' notice may receive a refund of testing fees. Candidates who arrive more than one (1) hour late for an examination will not be permitted to test. Testing fees will not be refunded to candidates who are more than one (1) hour late or fail to give the required notice for cancellation.

Electronic Devices

Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.

Study Aides

Only allowed resources listed in this study guide are permitted in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the examination has been completed. The HCP test center is not responsible for lost or misplaced items.

Translation

All examinations will be administered in English. Translators, translation devices, or translation dictionaries may not be used during the examination.

Eating/Drinking/Smoking

Candidates are not permitted to eat, drink, or smoke during the examination.

Misconduct

Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the Oklahoma Department of Labor for disciplinary measures.

Guest/Visitors

No guests, visitors, pets or children are allowed at the testing site.

Use of Restrooms

Candidates must obtain permission from the written test proctor to use the restroom during testing. All testing materials will be collected from the candidate. No additional testing time will be granted.

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



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